



## **City of Branson, Missouri**

**Mayor Raeanne Presley**

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### **The City at a Glance:**

The City of Branson, incorporated in 1912, is located in the heart of the beautiful Ozark Mountains, offering outstanding recreational opportunities and an excellent environment to raise a family. The economy of Branson is rooted in tourism, drawing nearly 8 million visitors a year. Branson is known as the “Live Music Show Capital of the World.” The city encompasses nearly 20 square miles and has a population of approximately 10,520. The Branson school district is accredited by the Missouri State Department of Education with an “AAA” rating. Several institutions of higher education are all located in the surrounding region, including College of the Ozarks, Ozarks Technical Community College, Gibson Technical Center, Drury University, Evangel University and Missouri State University. The award-winning Skaggs Regional Medical Center provides health care facilities and services to the region. Three airports serve the Branson area: Branson Airport, Taney County Airport, and the Springfield-Branson National Airport. Branson is a community with a solid economy, low crime rate and excellent public services. We enjoy a beautiful setting and a small-town lifestyle built on community values of family, faith, friends and flag. Please log on to our City’s official web site at [www.bransonmo.gov](http://www.bransonmo.gov) to take a tour of the City and learn more about our local offerings.

### **Organizational Structure:**

Branson operates as a Manager/Council form of government, as recognized by the ICMA (International City Manager’s Association). The Mayor is elected at-large for a two-year term, and the six Aldermen are elected by ward (the City has three wards) for two-year overlapping terms. The Board of Aldermen appoints the City Administrator, the Municipal Judge, the City Attorney, and the City Clerk. The City Administrator directly hires the Departmental Directors. The City provides a full range of services with a workforce of approximately 237 full-time and 100 seasonal employees. The annual budget for fiscal year 2012 totals \$67,000,000.

### **Management Philosophy:**

The City believes that all Employees should work together as a team to give excellent service to the citizens and businesses of our community, to our visitors, to the Mayor and Board of Aldermen, and to each other. All behavior and our organizational culture are based on a set of common values.

### **Our Mission Statement:**

The City of Branson is committed to its citizens and to those who visit here, to ensure a safe and environmentally sound community. We will work as a team to maintain and promote the growth of our City, and to provide professional, courteous service to all through fair and open communication. We look to tomorrow, remembering yesterday, dedicated to excellence today.

## **Our Values:**

### **“Branson - Where Values Are the Difference”**

**January:** Vision – *Planning for the future and encouraging growth*

**February:** Leadership – *Exhibiting a positive example in leading others toward achievement*

**March:** Service/Courtesy – *Responding to others with respect and a helpful attitude*

**April:** Sustainability – *Reducing waste today for a better tomorrow*

**May:** Excellence – *Being the best by doing your best*

**June:** Safety – *Maintaining an environment free from harm*

**July:** Teamwork/Cooperation – *Less me, more we; working towards a common goal*

**August:** Volunteerism (Involvement) – *Making a personal commitment to helping others*

**September:** Stewardship – *Wise and cost efficient utilization of all resources*

**October:** Open Communication/Transparency – *Open sharing of information between employees, citizens, and visitors.*

**November:** Integrity – *Doing the right thing, even when no one is looking*

**December:** Accountability – *Accepting responsibility for all your actions*

## **Summary of Benefits:**

Eligible employees of the City of Branson are provided with a wide range of benefits. A number of programs (such as Social Security, workers' compensation and unemployment insurance) cover all employees in the manner prescribed by law.

### **Benefits available to full-time eligible employees include:**

**Salary:** Employees serve either a six-month or a one-year probationary period. Pay raises are based upon the position's placement under the pay plan or merit plan. A new employee shall start at the first step or minimum salary in the appropriate grade, unless the City Administrator determines that qualified applicants are not available at the salary specified at the first step, or that an applicant has special qualifications that justify a higher starting rate. No pay increase shall exceed the established pay plan or merit plan maximums unless approved by the City Administrator. Merit increases shall not be automatic, but shall depend upon increased service value of an employee to the City as exemplified by the recommendation of the Director, City Administrator, or Mayor and Board, length of service, performance record, special training undertaken, or other pertinent factors. Market Adjustment pay increases shall be authorized when included in the City's adopted budget.

**Holidays:** Twelve (12) paid days per year.

**Vacation:** 0 - 6 years - 80 hours at 3.077 hours per pay period (Employees are not eligible to use vacation until successful completion of 6-month probation).

7 - 14 years - 120 hours at 4.615 hours per pay period

15+ years - 160 hours at 6.154 hours per pay period

Firefighters working more than a 40-hour shift shall accumulate at 112 hours (4.308), 168 hours (6.462) and 224 hours (8.615), respectively.

Maximum number of hours - 240 (336 for firefighters)

Seasonal employees who work the entire season and leave in good standing at the end of the season shall accrue .0383 hours of personal leave for every hour worked. The accrued time will then be available for use the following year if the seasonal employee is again employed by the City.

**Sick Leave:** Accrues at 3.7 hours (5.15 hours for firefighters) per pay period with a maximum accrual of 480 hours (672 hours for firefighters). Conversion to vacation, accrual of additional time off and pay out of ½ of accumulation are available to employees under special circumstances.

**Voting Time Off, Bereavement Pay and Jury Duty or Witness Pay:** Provided to eligible employees.

**Health Insurance:** The City offers two (2) plans from which employees can choose. Employee coverage is paid in full under the first plan if the employee is a non-tobacco user and chooses to participate in the City's Health & Wellness plan. The City contributes the same amount for the employee on the Employee + Spouse or Employee + Family Plans, again if the employee is a non-tobacco user and chooses to participate in the Health & Wellness plan. Employees who use tobacco or choose to not participate in the Health & Wellness program pay a percentage of the Employee insurance premium. The City pays about 68% of the total family premiums.

**Dental Insurance:** The City offers one (1) plan. The employee premium is paid in full. The employee must pay the difference between employee and family plans.

**Life Insurance:** The City provides the employee with life insurance in the amount of their annual salary, rounded up to the nearest thousand, subject to a minimum of \$25,000 and a maximum of \$100,000.

**Retirement:** Following six-months of employment, employees become members of the State Retirement Program (LAGERS). Employee contribution is locked at 4% of gross pay, with the remainder paid by the City for this defined benefit plan. For 2012, the City's contribution rate is approximately 12.5% of gross pay. Employees are fully vested following 5 years of service. The City of Branson participates in the L-6 plan.

**Fitness Center:** The City provides to employees free membership to the Skaggs Fitness Center located in the Branson RecPlex. Family memberships are offered at a reduced rate.

**Credit Union:** The City provides services of the Missouri Credit Union to the employees for banking, savings and lending services through payroll deduction.

**Section 125 Cafeteria Plan:** The City offers various supplemental insurance plans which are available on a pre-tax basis. Health and dental insurance premiums may also be moved under the plan to lower taxes.

**Deferred Compensation (457):** Two optional deferred compensation plans are offered that provide tax advantages and an additional means in which to save for retirement with an easy payroll deduction.

**Paid Training:** The City believes in encouraging advanced training and education that will enhance an employee's ability to perform their current job or to complete an approved degree program. Training programs may be offered to employees through seminars and workshops, which are provided on City time and paid for by the City. This benefit may also include certain certifications and licenses.

**Tuition Assistance:** Eligible employees may also apply for tuition reimbursement for up to six (6) credit hours per fiscal year for qualifying courses at qualified educational institutions.

**Uniforms and Uniform Allowance:** Provided to eligible employees.

**Golf Fees:** Employees may golf at the City-owned Don Gardner Pitch and Putt Par 3 Golf Course at no charge. One guest may accompany the employee at no charge.

Benefits and benefit levels are subject to change with no prior notice. Benefits are discussed in detail at new employee orientation meetings. Any questions should be directed to the Human Resources Department at 417-337-8555.

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